

**Town Manager's Office
Town of Mansfield**

Memo

To: Town Council
From: Matt Hart, Town Manager
CC: Town Employees
Date: December 12, 2011
Re: Town Manager's Report

Below please find a report regarding various items of interest to the Town Council, staff and the community:

Budget and Finance

- *Council Budget Workshops* - Please note the following upcoming workshops:
 - Monday, December 19, 2011, 6:00PM – budget workshop on debt services and the capital improvement program
 - Monday, January 23, 2012, 6:00PM – budget workshop
- *Region 19 Budget Information Sharing Meeting* – As a reminder, tomorrow evening (December 13th) at 7:00PM the District will hold its budget meeting for municipal officials. Councilors are certainly welcome to attend. I have a conflict tomorrow evening but will make sure we have a Mansfield representative in attendance who can present some brief remarks from the Town.

Council Requests for Information/Council Business

- *Connecticut General Assembly's Redistricting Project* – The General Assembly is redrawing Congressional and legislative district lines. State law requires that Congressional and legislative districts be redrawn every 10 years to keep populations relatively equal in each district. The plan for Mansfield shows two state representatives starting with the November 2012 election. I have attached a map showing Mansfield two house districts and the one senate district, as well as a copy of frequently asked questions (FAQ) regarding this topic. For more information about the redistricting project please go to <http://www.cga.ct.gov/red2011/>.
- *FOIA Training* - On Thursday, December 1, 2011 Tom Hennick from the Freedom of Information Commission conducted two informational sessions on the Freedom of Information Act (FOIA). Approximately 30 employees and 35 advisory committee members and elected officials attended the training, which was well received.
- *Reception for UConn President Herbst* – I would like to thank Councilors and members of the public for attending the December 5th reception for UConn President Susan Herbst. I know that President Herbst appreciated the welcome and we look forward to continuing to work with her administration regarding matters of mutual interest. Thanks also to the Mansfield Community Center for hosting the event!

Departmental/Division News

- ***Town Manager's Office***

- Anti-harassment Policy – At the last Council meeting, Councilors and citizens raised concerns about the Town's anti-harassment policy, particularly with respect to the applicability of the policy to citizens speaking in a public forum. More specifically, the concern is that certain provisions in the policy may be construed as restricting speech. The policy is not intended to restrict an individual's right to legally protected speech or to criticize the municipal government. The policy is intended to protect employees from harassment, especially sexual harassment and other harassment targeted at protected classes (e.g. race, religion) under the law and/or to address any such allegations when they occur. The Town has a legal duty to protect its employees from these types of harassment. I have reviewed the policy with Labor Counsel and Councilor Shapiro, and have received input from the Town Attorney as well. These conversations have been informative and have led me to believe that the policy should be revised to better delineate the Town's objectives as well as its ability to address harassment. I have asked our Labor Counsel to assist with this revision. Pending such revision, I will suspend those provisions of the policy that concern statements expressed in a public forum. The Town Council's rules of procedure (see rule 5) provide guidelines for decorum for all participants at Council meetings, and civil law provides remedies as appropriate for offenses such as defamation, slander and libel. Please let me know if you have any questions in this regard.
- Recruitment for Library Director – Last week we interviewed three finalists for the Director's position, following panel interviews conducted on November 29th. We have three talented candidates and will now proceed to check references. If references are favorable, we should be able to make an offer within the next two weeks.

- ***Human Services***

- Holiday Giving - The Department of Human Services delivered Thanksgiving meals to 56 families in town. Meals were provided by Storrs Congregational Church and a large number of individual donors, including Town employees. Donors are still needed for the department's annual holiday program, which matches sponsors with local families who are in need of assistance for food and gifts during the holiday season. Please contact Kathy Ann Easley at 860-429-3316 if you would like to participate or have any questions regarding the program.

Major Projects and Initiatives

- ***Interstate Reliability Project*** - On December 8th CL&P conducted an open house regarding its proposed Interstate Reliability Project. I found the forum and many of the mapping tools and other displays to be useful in understanding the proposed route through Mansfield. The PZC will review the project at its December 19th meeting to determine whether it wishes to present any comments as part of the municipal consultation process. I will include this item on the January 9, 2012 Council agenda to provide you with any comments that the PZC, the Conservation Commission or advisory committees may have for your consideration.

- *Local First Mansfield Holiday Campaign* – Local First Mansfield began on Saturday, November 26 and will continue through Saturday, December 31. The goal of the program is to increase awareness of the many and diverse locally-owned businesses we are fortunate to have here in town. To date, thirty businesses have signed up; a full list of participating businesses is available on the Town's website. Businesses who are interested in learning more or who wish to participate may contact the Partnership office (860.429.2740 or mdp@mansfieldct.org). There is no fee to participate. Customers can find specials, coupons, and promotions on the Local First Mansfield blog, <http://localfirstmansfield.blogspot.com>. The response to the program thus far has been positive, from both business owners and residents. Following the completion of the program, we will solicit feedback from participating businesses to gauge interest in repeating this program next year or in creating a year-round effort.
- *Storrs Center*
 - Construction update (from website) – “The first building of Storrs Center, 1 Dog Lane, now has a roof membrane in place, and the installation and pulling of electrical wires has begun. The interior framing is complete, and the installation of mechanical components has begun. The second building, 9 Dog Lane, is following a similar schedule, and activities are sequenced to track a week after 1 Dog Lane. Meanwhile, work on the foundation for the parking garage continues. Soon, work will begin on a temporary curb cut along Storrs Road (Route 195) to allow for better access to the garage site for the construction vehicles. While the work is underway, sidewalk access between the Marketplace (Store 24 building) and Storrs Commons (Chang's Garden) will be temporarily affected, although the sidewalk will remain open.”
 - Project update – The Mansfield Downtown Partnership has scheduled a project update to be held at the University's Bishop Center at 7:00PM on January 11, 2012.
 - Stop work order - On December 8, 2011, Empire Construction Special projects filed a formal appeal to the Connecticut Department of Labor's Stop Work Order dated November 29, 2011. As part of its petition package, Empire included evidence that it had carried appropriate Workers' Compensation Insurance in the State of Connecticut at the time that the Stop Work Order was issued. The company, however, has completed its work on the Storrs Center project and will no longer be working on site.

Upcoming Meetings*

- Youth Service Bureau Advisory Board, December 13, 2011, 11:45AM, Conference Room B, Audrey P. Beck Municipal Building
- Town/University Relations Committee, December 13, 2011, 4:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Regional School District 19 Board of Education District/Municipal Budget Sharing Information Meeting, December 13, 2011, 7:00PM, Library Media Center, E. O. Smith High School
- Historic District Commission, December 13, 2011, 8:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Regulatory Review Committee, December 14, 2011, 1:15PM, Council Chambers, Audrey P. Beck Municipal Building
- Parking Steering Committee for Storrs Center, December 14, 5:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Zoning Board of Appeals, December 14, 2011, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Planning and Zoning Commission, December 17, 2011, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building

- Communications Advisory Committee, December 19, 2011, 7:00PM, Conference Room C, Audrey P. Beck Municipal Building
- **Special Town Council Meeting, December 19, 2011, 6:00PM, Location TBA**
- Human Services Advisory Committee, December 21, 2011, 2:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Conservation Commission, December 21, 2011, 7:30PM, Conference Room B, Audrey P. Beck Municipal Building
- Traffic Authority, December 27, 2011, 9:30AM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Advisory Committee on the Needs of Persons with Disabilities, December 27, 2011, 2:30PM, Conference Room B, Audrey P. Beck Municipal Building
- ***CANCELLED*** Town Council, December 27, 2011, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building

**Meeting dates/times are subject to change. Please view the [Town Calendar](#) or contact the Town Clerk's Office at 860-429-3302 for a complete and up-to-date listing of committee meetings.*